



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 15, 2018

TO: ALL OFFERORS

FROM: MARIA FRY
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS18822-LIFE_CONF,
LIFE Conference Planning and Coordination

ADDENDUM # 1

This addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal (RFP).

Section #: V
Paragraph number: 3b
Page number: 14

Text of passage being questioned:

b. As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within a fully functioning solution. Subscription costs will not be applicable during periods of implementation and solution development prior to the State's full acceptance of a working solution. Additional subscription license requests above actual utilization may not exceed 5% of the total and are subject to Delaware budget and technical review.

1) Question: Please can you clarify what service subscription license refers to and is it in addition to a Delaware license to perform services and required for this contract?

Answer: This section refers to a subscription license regarding a software solution and does not apply to this contract.



Section #: V
Paragraph number: 3e
Page number: 15

Text of passage being questioned:

e. The State of Delaware's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements.

2) Question: What is a software license and is it required for this contract?

Answer: The vendor will be responsible for the administration of an existing website currently owned by the State and will not be subject to a software license fee.

Section #: V
Paragraph number: g3a
Page number: 19

Text of passage being questioned:

3. During the term of this contract, the vendor shall, at its own expense, also carry insurance minimum limits as follows.

a. Vendor shall in all instances maintain the following insurance during the term of this Agreement.

i. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.

ii. Commercial General Liability

\$1,000,000.00 per occurrence/\$3,000,000 per aggregate

3) Question: We currently carry Commercial General Liability in the amount of \$1,000,000 per occurrence / \$2,000,000 per aggregate. Will that be sufficient for this one-day conference?

Answer: This is the minimum insurance requirement for the term of the contract. Any exceptions to these terms must be recorded on Attachment 3 – Exceptions.

Section #: V
Paragraph number: g3b
Page number: 19

Text of passage being questioned:

b. The successful vendor must carry at least one of the following depending on the scope of work being delivered.

- i. Medical/Professional Liability: \$1,000,000.00 per occurrence/\$3,000,000 per aggregate
- ii. Miscellaneous Errors and Omissions: \$1,000,000.00 per occurrence/\$3,000,000 per aggregate
- iii. Product Liability: \$1,000,000 per occurrence/\$3,000,000 aggregate

4) **Question:** Is Professional Liability or Errors and Omissions relevant and required for this conference contract (i.e. how does it compare to the performance bond?)

Answer: Professional Liability and Errors and Omissions are relevant to this contract. Liability insurance is to protect the Vendor against any claims made by any and all persons arising out of the negligent performance of the vendor. The Performance Bond amount is based on the value of the contract and is executed to the State for the benefit of the Agency in the event the vendor does not perform under the contract terms and conditions.

Section #: V
Paragraph number: j
Page number: 20

Text of passage being questioned:

j. Performance Bond

Contractors awarded contracts are required to furnish a 100% Performance Bond in accordance with Delaware Code Title 29, Section 6927, to the State of Delaware for the benefit of Government Support Services with surety in the amount of 100% of the specific award. Said bonds shall be conditioned upon the faithful performance of the contract. This guarantee shall be submitted using Attachment 10 in the form of a good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Delaware

5) **Question:** Will a performance bond be required for this contract, especially if vendor has successfully operated this project in the past? If so, in what value?

Answer: A Performance Bond is required for any vendor that is awarded this contract, regardless of prior service on previous iterations of the contract. The value is based on the total funds allocated for the project, which is budgeted for \$85,350.

6) **Question:** How does the performance bond compare to the Professional Liability or Errors and Omissions; are they redundant and does one supersede the other?

Answer: Please refer to the response to Question #4. They are not redundant and one does not supersede the other. One or the other may be utilized based on the claimant, whether they are representing the Agency or an individual for property or State.

Section #: V
Paragraph number: w
Page number: 23

Text of passage being questioned:

w. Vendor Background Check Requirements

Vendor(s) selected for an award that access state property or come in contact with vulnerable populations, including children and youth, shall be required to complete background checks on employees serving the State's on premises contracts.

- 7) **Question:** Other than checking the Delaware Sex Offender Central Registry, what background checks will be required for vendors providing special accommodations to the conference?

Answer: The planning committee does not require any additional background checks at this time.

Section #: Attachment 5
Paragraph number:
Page number: 34

Text of passage being questioned:

STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.

- 8) **Question:** Can prior LIFE Conference Planning Committee members or Sponsors who are not State of Delaware personnel be used as a reference?

Answer: Attachment 5 States "Please do not list any Personal References or State Employees as a business reference. If you have held a State contract within the last 5 years, please provide a separate list of the contract(s)."

Section #:
Paragraph number: 1
Page number: 29

Text of passage being questioned:

Attachments 2, 3, 4, 5 and 11 must be included in your proposal

- 9) **Question:** Is Attachment 10 required? The above does not note that Attachment 10, nor does page 42 list Attachment 10 as a required submission; however, on page 39 Attachment 10 states "Bond has not been waived."

Answer: Page 20, paragraph K states, "Contractors awarded contracts are required to furnish a 100% Performance bond . . ." Attachment 10 is the Performance Bond and will be required upon award, and is not required with the proposal submission.

Section #: Important Please Note / Required Reporting /Attachment 7

Paragraph number: 5

Page number: 29 / 36

Text of passage being questioned:

A complete and accurate Usage Report (Attachment 7) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items and/or services on this contract. The reports shall be completed in Excel format, using the template provided, and submitted as an attachment to vendorusage@state.de.uus, with a copy going to the contract officer identified as your point of contact. Submitted reports shall cover the full month (Report due by January 15th will cover the period of December 1 – 31.), contain accurate descriptions of the products, goods or services procured, purchasing agency information, quantities procured and prices paid. Reports are required monthly, including those with “no spend”. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

10) Question: How does the Usage Report (Attachment 7) relate to this contract? Will the monthly contract expenditure reports (which detail all expenses) suffice?

Answer: The Usage Report will be used to document monies reimbursed to the awarded vendor by the DDC and submitted to the Central Contracting Office. It is in a standard format that is used for all vendors awarded State contracts for uploading spend data to the State's Open Data portal. The monthly expenditure reports submitted to the DDC Administrator are for Federal reporting purposes and will be accepted in a format of their choosing in order to comply with the DD Suite Reporting System.

Section #: Appendix B, Section H

Paragraph number: 1

Page number: 46

Text of passage being questioned:

H. Reporting

The LIFE Conference Planning Committee may require the Contractor to supply updated reports on the progress of the project as needed. Standard reporting by the Contractor will include:

1. **Monthly Expenditure Reports** for reimbursement will be submitted to the DDC Administrator via email, fax or U.S. Mail. Quarterly financial reports, used for tracking purposes only, are also required to be submitted using the DDC's online DD Suite Reporting System.

2. **Narrative quarterly reports** to the Council must include statements on progress, including design, implementation and evaluation. Contractors are required to specify objectives and activities in quantifiable terms and link those objectives and activities in the initial work plan. The narrative portion of the quarterly report includes a report on the accomplishments under these objectives. Assigned staff review these quarterly reports upon receipt and act upon any non-compliance or non-performance issues through negotiation and other necessary actions. Activities are monitored according to the approved work plan, tasks and products.

11) Question: What type of format is used for Quarterly financial reports? And whereas this is a one-day event with monthly expenditure reports, will quarterly financial reports be required?

Answer: Quarterly financial reports are entered into the DD Suite online reporting/data management system by the contractor. Access to the DD Suite, as well as training and technical support by the DDC staff, will be provided to the contractor.

12) Question: What is the DDC online DD Suite Reporting System?

Answer: The DDC online DD Suite Reporting System is a data collection system that the DDC uses to collect financial and performance data for our programs and projects. These are then reported to our federal granting agency.

13) Question: Will monthly planning meeting reports and minutes suffice for the Narrative quarterly reports or is something additional going to be required?

Answer: No, the DDC still requires that the contractor submit quarterly narrative reports per our federal grant requirements. Narrative reports are submitted by the contractor in the DD Suite Online Reporting System and include information from the contractor regarding progress or setbacks with established performance measures. Performance measures are based on the Scope of Services. Contractors are provided access to the DD Suite Online Reporting System, as well as technical support for using the system, by the DDC Program Manager.

Section #: Budget Guidelines

Paragraph number:

Page number: 50

Text of passage being questioned:

Volunteers

Includes professional volunteers whose time is to be used as match in the project. The volunteer rate must not exceed the prevailing rate of a person paid to perform an equivalent function. Explain how the value was determined for each volunteer's time counted as match.

14) Question: Is a value to be assigned to the conference volunteers' time (on-site on conference day) for the purposes of this contract?

Answer: Per the Non-Profit Times, the current rate for a volunteer's time is \$24.69/hr.

Section #: Attachment 2

Paragraph number: 5

Page number: 31

Text of passage being questioned:

COMPANY NAME _____ (Check one) Corporation/Partnership/Individual

15) Question: My firm is registered as an LLC, Single Member but that company type category does not show; which of the categories applies?

Answer: Corporation.

GENERAL QUESTIONS

16) Question: What is the preferred venue for this event?

Answer: Dover Downs Hotel and Conference Center.

17) Question: Can you hold the conference at a different venue?

Answer: The conference planning committee prefers that the event is held in Kent County. At this time, Dover Downs is the only facility in Kent County that has the capacity to accommodate our event. In the past, the committee has explored other venues in other counties, but they have either not met our needs (capacity, accessibility) and/or have been prohibitively expensive.

18) Question: Will we be responsible for paying speakers?

Answer: All speakers are paid by the contractor. This is a reimbursable contract expense.

19) Question: Previously, how many speakers attended?

Answer: In the past, we have had as many as 40 speakers. This includes the keynote as well as up to three panelists at each of the 12 breakout sessions as well as speakers who are presenting awards at the awards luncheon. Most of our speakers do not charge for their services, as they usually represent state or federal government and cannot accept payment. Speakers who travel from out of state to the conference typically charge an honorarium and travel expenses

20) Question: Are we responsible for food and beverage for attendees as well as speakers or just speakers?

Answer: Yes, the contractor is responsible for contracting with the venue for food and beverage for attendees and speakers. This is a reimbursable expense through the contract.

21) Question: How many sponsors did you have at the last LIFE Conference?

Answer: There were 30 sponsors of the 2018 LIFE Conference. The sponsorship fee included an exhibitor booth. Additionally, there were 50 organizations who chose to pay to exhibit only. Total sponsor/exhibitor support = 80 different organizations.

22) Question: Will we be able to get a sponsor packet?

Answer: Once a contractor is in place, the contractor will have access to past LIFE Conference materials, including the sponsor packet.

23) Question: Can we reach out to previous sponsors?

Answer: Once the contractor is chosen and the contract is in place the contractor may reach out to previous sponsors.

24) Question: Who will be our Point of Contact?

Answer: Once the contract is awarded, the contractor will report to the DDC staff. This includes Program Manager Kristin Harvey, Fiscal Officer Stefanie Lancaster, and Director Pat Maichle.

25) Question: Is this a ticketed conference? If so, How much are the tickets to attendees?

Answer: Yes, this is a ticketed conference. The fee structure is as follows:

- General attendee- Early Bird: \$70; Non-Early-Bird: \$90
- Person with a disability, parent or caregiver- Early Bird and Non-Early-Bird: \$35
- Student: Early Bird and Non-Early-Bird: \$35
- Volunteer: \$0
- Scholarship: \$0
- Personal Attendant Care: \$0
- Planning Committee: \$0
- Legislator: \$0
- Honoree: \$0

26) Question: Were there breakout sessions in previous years?

Answer: Yes, there are always breakout sessions. There are typically 12 breakout sessions per conference, as well as an awards luncheon and a keynote address. The day begins with the keynote address. Attendees then go to sessions based on their interest in Legislation, Independence (through Assistive Technology), Family or Education (LIFE). Between sessions, there is a scheduled awards luncheon and also time carved out for attendees to visit exhibitors.

27) Question: What was the total cost of the event last year?

Answer: \$71,136

28) Question: What was the total amount spent on this last year?

Answer: \$71, 136

29) Question: Will we be responsible for building your REGOnline site or managing the site?

Answer: Yes, this is the contractor's responsibility.

Performance Bond

Section V

Paragraph 3 J

Page 20

Contractors awarded contracts are required to furnish a 100% Performance Bond in accordance with Delaware Code Title 29, Section 6927, to the State of Delaware for the benefit of Government Support Services with surety in the amount of 100% of the specific award. Said bonds shall be **conditioned** upon the faithful performance of the contract. This guarantee shall be submitted using Attachment 10 in the form of a good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Delaware.

30) Question: Is a performance bond required for this contract and if so, for what amount?

Answer: Please refer to the responses to Questions 5 and 9.

E-marketing

Appendix B

Section E Marketing

Page 45

Design and print all conference materials and program, working with the DDC to select the most cost-effective print vendors.

31) Question: Regarding E-Marketing, is the contractor solely responsible for design and printing, NOT utilizing the Government Support Services Design or Outprint contracts?

Answer: The Contractor is responsible for the design and printing, however design layout and printing is to be submitted by the Agency through the Printing and Publishing Office (PPO) for review to determine the most cost effective means to accomplish design layout and printing for the State.

**Funding
Appendix B,
Section C
Page 44**

The total amount of payment by the DDC for services provided under this Contract shall not exceed **eighty-five thousand, three hundred and fifty dollars (\$85,350) which shall be comprised of \$11,500 in DDC Federal funds, \$7,000 in other funds and \$66,850 in contractor-generated match funds**, which shall constitute full and complete reimbursement for the Contractor's services hereunder. Reimbursable costs shall be in accordance with the approved budget and conditions identified in Attachment C.

32) Question: Of the not-to-exceed funding of \$85,350, does contractor-generated match funds include registration fees collected, exhibitor fees collected, and sponsorship fees collected?

Answer: Yes, that is correct.

**Funding
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Page 44**

The total amount of payment by the DDC for services provided under this Contract shall not exceed **eighty-five thousand, three hundred and fifty dollars (\$85,350) which shall be comprised of \$11,500 in DDC Federal funds, \$7,000 in other funds and \$66,850 in contractor-generated match funds**, which shall constitute full and complete reimbursement for the Contractor's services hereunder. Reimbursable costs shall be in accordance with the approved budget and conditions identified in Attachment C.

33) Question: Are registration fees, exhibitor fees and sponsorship monies collected deposited into DCC bank accounts or the contractor's bank accounts?

Answer: Yes, all funds are deposited into the DDC account.

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34) Question: Is the ceiling for the sum of all contractor match funds (assuming those are registration fees, exhibitor fees, and sponsorship monies) \$66,850 and cannot be exceeded?

Answer: The contractor may provide match in addition to \$66,850.

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Page 44

35) Question: Regarding payments to the contractor, does the amount of payment to the contractor (assuming the maximum budget of \$85,350) total \$18,500 or \$85,350?

Answer: The payment to the contractor is \$27, 500. The remainder of the funds go towards reimbursable expenses for the event.

Planning
Appendix A
D. Planning
Page 44

Secure the location, food service and audio visual needs and contract with the venue.

36) Question: Is the contractor responsible for securing the event space and paying for the event space? If so, is that considered part of the contract budget?

Answer: Yes.

37) Question: Is the contractor responsible for securing and paying for the catering for the event? If so, is that considered part of the contract budget?

Answer: Yes.

38) Question: Is the contractor responsible for securing and paying for the audio visual equipment for the event? If so, is that considered part of the contract budget?

Answer: Yes.

39) Question: Was there a previous contract for this conference for a prior year?

Answer: Yes.

All other terms and conditions remain the same.